

# *Sign off*

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## **Scope**

This section describes how to sign off of SFA FMS.

## **System References**

N/A

## **Policy**

N/A

## **Responsibility**

All Users

## **Distribution**

N/A

## **Ownership**

N/A

## **Activity Preface**

This activity is performed whenever someone needs to sign off.

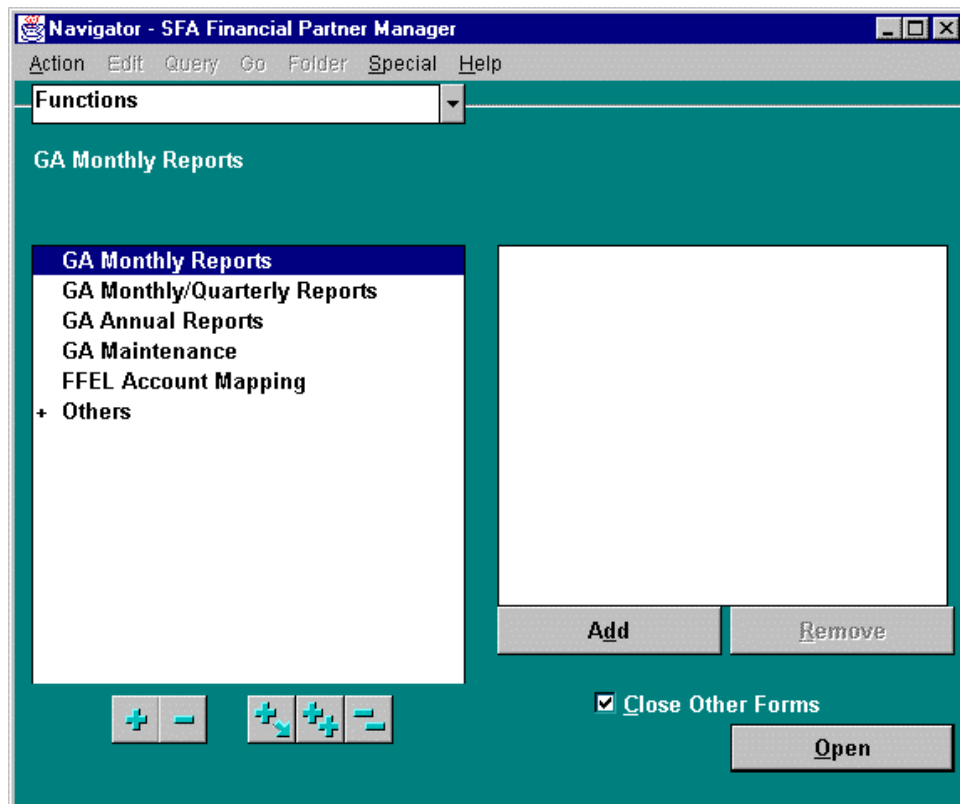
## **Sign Off-All Users**

### **SFA Sign-Off**

**Who:** All SFA FMS responsibilities

**Frequency:** As Needed

**Situation:** When you have finished using SFA FMS to complete your FFEL-GA related job tasks, you will need to sign off of SFA FMS.



1. Click the **X** button to close the “Navigator – Responsibility Name” window. A “Caution” window appears questioning whether you’d like to exit the system.
2. Click the **Cancel** button to continue using SFA FMS. The “Navigator – Responsibility” window appears -OR-.
3. Click the **OK** button to exit the system.
4. Click the **X** button to close Internet Explorer.

**End of activity.**

